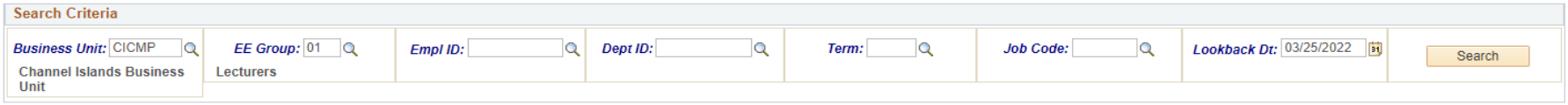
CHRS Guide: Enter TAE Appointment Data – Revision Mid Process

1. Navigate to CSU TAE Appointment Data Entry.

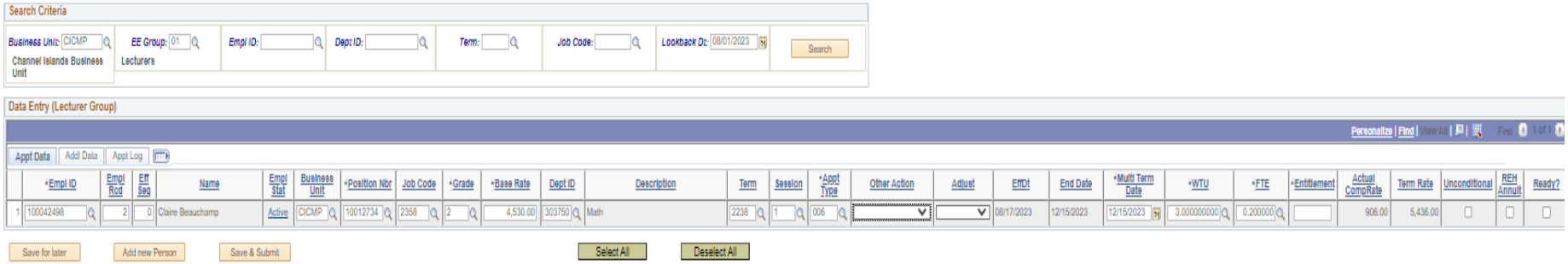
   Menu > CSU Temp Academic Employment > CSU TAE Appointment Data Entry.

2. Use search criteria, EE Group 01, to find the faculty to revise. If you have multiple areas, you can use Dept ID to view faculty by programs.

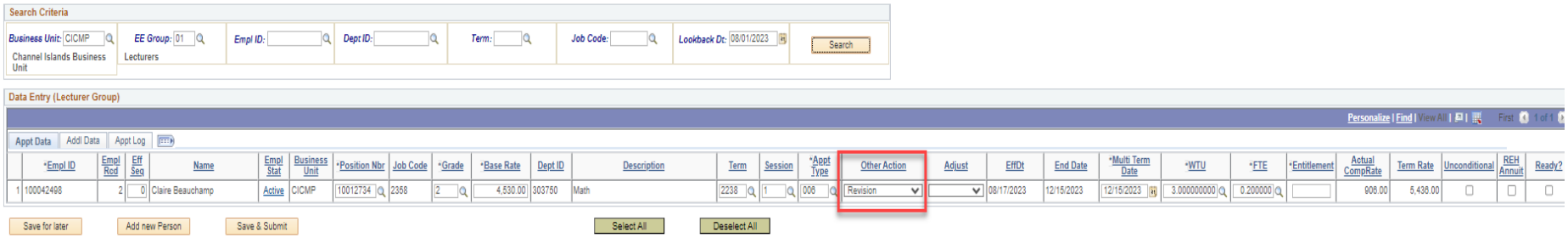


3. In the appointment data entry page, you will find the employee that needs a revision in the following ways.

   Scenario: Revise the data entry before the appointment notification.



   Scenario: Revise the data entry after the appointment notification ("Revision" appears in Other Action).



4. Make necessary correction and select "Ready".
5. Click Save & Submit for approval.

   Save & Submit

Updated 9/25/2023